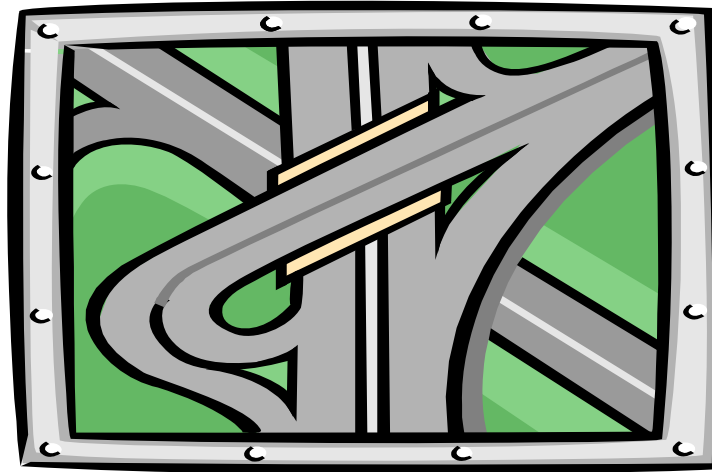


CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY
INTEGRATED WASTE MANAGEMENT BOARD

**TARGETED RUBBERIZED ASPHALT CONCRETE
INCENTIVE GRANT PROGRAM**

APPLICATION INFORMATION AND INSTRUCTIONS



Available to the Following Public Entities in California:
Cities and Counties

Applications will be accepted on a continuous basis and awarded on a monthly basis.

Facsimiled or E-mailed applications will not be accepted.

Applications sent by U.S. Postal Service or a commercial delivery service should be sent by a means that permits tracking by the sender and that provides an addressed and dated receipt. Failure to do so is at the risk of the applicant and if delivery is delayed or the application is lost by the Post Office or delivery service, the burden is on the applicant to demonstrate timely mailing or delivery of the application.

**Waste Tire Grants Hotline Number
(916) 341-6441**

Targeted Rubberized Asphalt Concrete Incentive Grant Program

Question-and-Answer Period

In order to give all applicants the same opportunity and the same information, the California Integrated Waste Management Board (CIWMB) has established a question-and-answer period for competitive grant programs. Applications for this program will be accepted on a continuous basis and awarded on a monthly basis.

Program-specific questions must be submitted in writing by mail or E-mail. No phone calls regarding this grant program can be accepted. Program-specific questions regarding the application will be received on a continuous basis and posted on our web site on a monthly basis.

The questions and answers will be posted on the CIWMB Tires Grant Program web page (see website below). The questions and answers will be mailed to parties who request a hardcopy or disk copy of them. If you would like a copy of the questions and answers e-mailed to you, forward your request to the address listed below.

Web page address: www.ciwmb.ca.gov/Tires/Grants/

E-mail address: ngauff@ciwmb.ca.gov

Mailing address to request questions and answers:

**California Integrated Waste Management Board
Attn: Nate Gauff
Special Waste Division
Targeted RAC Incentive Grant Program, MS 22
P.O. Box 4025
Sacramento, CA 95812-4025**



I. GRANT SUMMARY

BACKGROUND

The California Integrated Waste Management Board (CIWMB) receives an annual appropriation from the California Tire Recycling Management Fund (Tire Fund) to administer the Tire Recycling Act (Act) (Senate Bill 937, Vuich, Statutes of 1990, Chapter 35) and related legislation. As part of the Act, CIWMB is offering the Targeted Rubberized Asphalt Concrete (RAC) Incentive Grant Program to encourage the use of waste tire rubber and thereby reduce the landfill disposal and stockpiling of California waste tires.

Public Resources Code (PRC) Section 42872.5 allows for the awarding of grants to public entities for funding of public works projects that use RAC.

CIWMB will award the grants on a competitive basis. The purpose of this competitive grant program is to fulfill the legislative mandates by assisting in the development of markets for products manufactured from California waste tires and supporting the diversion of waste tires from landfills and stockpiles.

GRANT FUNDING

SB 876 authorizes CIWMB to allocate monies from the Tire Fund in a manner consistent with a Five-Year Plan for the Waste Tire Management Program (Five-Year Plan) that is developed and approved by CIWMB and submitted to the Legislature. In the CIWMB approved Five-Year Plan, the proposed funding allocation for the Targeted RAC Incentive grants is three million five hundred seventy-seven thousand dollars (\$3,577,000) for fiscal year (FY) 2005/2006 and two million one hundred and eighty-two thousand eight hundred and eighteen dollars (\$2,182,818) for FY 2006/2007.

For this program, a per jurisdiction/entity limit based on the following categories applies:

For Southern Jurisdictions	\$150,000
For Northern Jurisdictions	\$175,000
For Rural Jurisdictions (statewide)	\$200,000

Only one funded project per applicant or jurisdiction will be allowed under this grant program.

Southern jurisdictions are the counties and respective cities south of, and including: San Luis Obispo, Kern and San Bernardino.

Northern jurisdictions are the counties and respective cities north of, and including: Monterey, Kings, Tulare and Inyo.

For the purposes of this grant program, a rural jurisdiction is one that is or within a county that has a population of 400,000 or less (according to the 2000 U.S Census).

APPLICANT ELIGIBILITY

Cities and counties, that fund public works projects, are eligible to apply for this grant program.

ELIGIBLE PROJECTS

Eligible projects for the Targeted RAC Grant Program must use a minimum of three thousand five hundred (3,500) tons of RAC and may use unlimited amounts of RAC; however, for each project, reimbursement is only available for up to maximum grant award. Eligible RAC consists of material that meets American Society for Testing and Materials D 6114 Standard Specification for Asphalt-Rubber Binder and must use crumb rubber made from 100% California waste tires.

INELIGIBLE PROJECTS

Projects that use crumb rubber materials derived from non-California waste tires are not eligible for grant funding. Private entities are not eligible to apply for grant funding. Projects that do not meet the eligibility requirements above are not eligible for grant funding. Projects that have begun or completed placement/construction of the RAC on or before the application deadline for the applicable award period are not eligible for grant funding.

GRANT TERM

The term of the grant is from the time the Grantee receives a Notice to Proceed (NTP) from CIWMB through April 3, 2008 for FY 2005/2006 awarded grants and from receipt of NTP to April 3, 2009 for FY 2006/2007 awarded grants.

II. GRANT APPLICATION AND AWARD PROCESS

The application process consists of submitting:

- A completed and signed Targeted RAC Incentive Grant Program Application Form (**initial and check the box where appropriate for certification of Environmental Justice compliance and California Rubber use**);
- A copy of the applicant's Recycled-Content Purchasing Policy or Directive;
- A signed resolution from the applicant's governing body, authorizing submittal of the grant application.

An omission of any of the above information will disqualify an application from consideration until all required documentation is received. Missing documents or information must be received by the CIWMB before a Grant Application can be evaluated. Failure to submit all documentation in a timely manner will result in disqualification of the application from consideration for grant award.

APPLICATION DEADLINES

Applications will be accepted on a continuous basis and awarded on a monthly basis.

Facsimiled or E-mailed applications will not be accepted at any time. It is the applicant's responsibility to ensure that CIWMB receives the application with all required information in time for consideration for award at a particular monthly Board meeting.

Applications sent by U.S. Postal Service or a commercial delivery service should be sent by a means that permits tracking by the sender and that provides an addressed and dated receipt. Failure to do so is at the risk of the applicant and if delivery is delayed or the application is lost by the Post Office or delivery service, the burden is on the applicant to demonstrate timely mailing or delivery of the application.

GRANT EVALUATION PROCESS

After the close of the application period, staff will review and rank the grant applications. The four

priority categories below will be used in descending order to determine the ranking order of the applications:

1. No RAC projects constructed since 1/1/96;
2. No RAC projects constructed since 1/1/99, and 15 or less RAC projects total;
3. No RAC projects constructed since 1/1/2001, and 7 or less RAC projects total;
4. No RAC projects constructed since 1/1/2003, and 3 or less RAC projects total;

If an applicant does not meet one of the four priority categories above, then the applicant is probably not eligible for this grant program. A RAC project is defined as one that uses Asphalt-Rubber Hot Mix meeting ASTM D 6114-97. For the purposes of this grant program rubberized chip seals and/or terminal blends are not counted in the RAC project totals.

AWARDING OF GRANTS

Based on the ranking process, staff will develop funding recommendations for the Board's consideration. If the total amount of funds requested by the successful applications exceeds the funding amount available, CIWMB will allocate grant funds by ranked order.

All applicants will be notified of staff's recommendations by mail. Approximately two weeks after the Board meeting in which the application is considered, applicants selected for grant funding will receive instructions to initiate the Grant Agreement process.

In the event CIWMB awards only a portion of an applicant's grant request, CIWMB staff will incorporate additional conditions or amend the Grant Agreement.

III. APPLICATION INSTRUCTIONS

The application form is a self-explanatory, fill-in-the-blank type form. The completed application must include information for all sections in the application form, including the check boxes and signature/initial spaces, and all required documents, (e.g., resolution, recycled purchasing directive).

Since the grant award is based on the differential cost of RAC vs. conventional AC, tonnage of RAC

used, and testing costs (if any), these sections **must** be completed on the application form or the grant award may be reduced by CIWMB staff.

RESOLUTION/AUTHORIZING LETTER

The grant application package must include an approved resolution from the applicant's governing body authorizing submittal of an application to CIWMB. The resolution must also identify by **position title**, the person authorized to execute the Grant Agreement, and all related grant documents including requests for payment. In addition to the resolution, if the signature authority is authorized and wishes to delegate someone else, an authorization letter must be submitted that will empower another to execute documents on the behalf of the applicant. (See Sample Resolution on page 5 and sample authorization letter on page 6 of the application form & samples section.)

The resolution and authorization letter, if applicable, must be received by CIWMB in the format discussed on page 5 & 6 of the application form & samples section. Failure to submit all required documentation, in a timely manner will result in disqualification of the application from consideration for a grant award for this current cycle.

RECYCLED-CONTENT PURCHASING POLICY OR DIRECTIVE

The grant application must include a copy of the applicant's Recycled-Content Purchasing Policy or Directive. (See Policy/Directive samples on pages 3 & 4 of the application form & samples section).

The Purchasing Policy or Directive must be enacted **prior** to the applicable application deadline to meet the requirements of this grant program.

IV. PAYMENT REQUESTS AND AUDIT REQUIREMENTS

PAYMENT OF GRANT FUNDS

Grant funds are paid on a reimbursement basis for costs incurred as specified in the Grant Agreement. All Payment Requests must include itemizations with documentation of claimed expenses (e.g., receipts, invoices, weigh tickets,

proof of payment, etc.). The authorized signature authority must sign the payment request.

Grantees are required to submit annual progress reports and a final report. The final report will describe the project, the amount of RAC used, amount of crumb rubber used, cost, and an evaluation of the RAC project. The final report must be submitted with the Grant Payment Request Form in order to receive payment.

AUDIT REQUIREMENTS

All Grantees are required to comply with the following provisions:

1. Audit/Records Access (defined in the Grant Agreement - Terms and Conditions). The Grantee agrees that CIWMB, the Bureau of State Audits, the Department of Finance or their designated representative(s) shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Grant Agreement.
2. The Grantee agrees to maintain such records for possible audit for a minimum of three (3) years after final payment or the end of the grant term, whichever is later, unless a longer period of records retention is stipulated, or until completion of any action and resolution of all issues which may arise as a result of any litigation, dispute or audit, whichever is later. The Grantee agrees to allow the designated representative(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, the Grantee agrees to include a similar right of the State to audit records and interview staff in any contract or subcontract related to performance of the Grant Agreement.
3. Waiver of Personal Jurisdiction (defined in the Grant Agreement - Terms and Conditions): Should CIWMB seek reimbursement of costs paid to a Grantee as a result of an audit finding, the Grantee hereby waives any jurisdictional defenses.

V. APPLICATION SUBMITTAL

An applicant must mail an **original and two (2) copies** of the application to the address below. Identify the original application with a mark or stamp indicating "original" and mark or stamp the copies, "copy." The original and two (2) copies must be typed in a font of no less than 10 (ten) point, printed on recycled-content paper, double-sided and fastened in the upper left-hand corner (**do not bind the application**).

Facsimiled or e-mailed applications will not be accepted at any time.

It is the applicant's responsibility to ensure that the application is submitted complete. Failure to submit all required documents may result in disqualification of the application from consideration for a grant award.

The following is the U. S. Postal mailing address:

**California Integrated Waste Management Board
Targeted RAC Incentive Grant Program
Financial Assistance Branch, Grants Administration Unit, MS10
ATTN: GAU Staff
P.O. Box 4025
Sacramento, CA 95812-4025**

The following physical address is for applications sent by commercial carrier or hand delivered:

**California Integrated Waste Management Board
Targeted RAC Incentive Grant Program
Financial Assistance Branch, Grants Administration Unit, MS10
ATTN: GAU Staff
1001 "I" Street
Sacramento, CA 95814**

NOTE: Applications sent by U.S. Postal Service or a commercial delivery service should be sent by a means that permits tracking by the sender and that provides an addressed and dated receipt. Failure to do so is at the risk of the applicant and if delivery is delayed or the application is lost by the Post Office or delivery service, the burden is on the applicant to demonstrate timely mailing or delivery of the application.